

MCAS New River Child Development Center

Requirement for Special Events

This letter is for the purpose of letting parents know what they need to do to use the Child Development Center for a Special Event.

- Unit:
- Event:
- Date of event:
- Time:

Parents **call** the Child Development Center directly to make reservations at the **front desk (449-6712)**. When making reservations parents the following information is required:

- Child's name
- Child's age
- Any known allergies child has
- Sponsor's rank
- Sponsor's ssn#
- Sponsor's phone #

Parents are also required to have a completed folder for his/her child in order for the child to attend the center for any function held at the CDC, regardless of whether or not child is attending program fulltime or hourly. This is an update per Hqtrs Marine Corps.

- Parents are required to also provide an up-to-date shot record for the children attending the functions.
- Parents will need to bring an extra set of clothing for the child, a diaper for every hour the child will be at the CDC.
- A few extra bottles should be prepared and labeled with the child's name and dated for children under 12 mos.
- Any child with a food allergy must be accompanied with a doctor's notice. If the child requires a different milk (than the whole milk) or other food/s than that served at the CDC, parents must provide an alternate choice of milk or food, to be accompanied by a doctor's note or health assessment.
- Children who will utilize the CDC will be required to provide a Health Assessment (physical by a physician/pediatrician), forms are included in enrollment packages.

Parents may come by and pick up a folder prior to the function. If you have any questions or concerns, please feel free to contact Ms. Moore at 449-6712 or 449-6713.